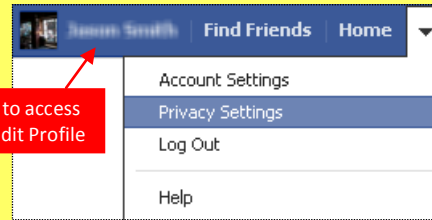




Social Networks - Do's and Don'ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. Never post Smartphone photos and don't use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Minimizing your Facebook Profile



Facebook has hundreds of privacy and sharing options. To control how your personal information is shared, you should use the settings shown below (such as *Only Me*, *Friends Only*) for (1) **Privacy**, (2) **Connecting**, (3) **Tags**, (4) **Apps/Websites**, (5) **Info Access through Friends**, and (6) **Past Posts**.

Control Your Default Privacy **1**

This setting will apply to status updates and photos you post to your profile from a Facebook app that doesn't have the inline audience selector, like the Facebook App for iPhone.

Change to "Friends Only" (points to Friends icon)

Options: Public, Friends, Custom

How You Connect **2**

Control how you connect with people you know. [Edit Settings](#)

How Tags Work

Control what happens when friends tag you or your content. [Edit Settings](#)

Apps and Websites **4**

Control what gets shared with apps, games and websites. [Edit Settings](#)

Limit the Audience for Past Posts

Limit the audience for posts you shared with more than friends. [Manage Past Post Visibility](#)

Block Lists

Manage your lists of blocked people and apps. [Manage Block Lists](#)

How You Connect **2**

Who can look up your profile by name or contact info? **Friends**

Who can send you friend requests? **Friends of Friends**

Who can send you Facebook messages? **Friends**

Who can post on your Wall? **Friends**

Who can see Wall posts by others on your profile? **Only Me**

[Learn more](#) [Done](#)

How Tags Work **3**

Profile Review of posts friends tag you in before they go on your profile (note: tags may still appear elsewhere on Facebook) **On**

Tag Review of tags that friends want to add to your posts **On**

Profile Visibility of posts you're tagged in once they're on your profile **Friends**

Tag Suggestions when friends upload photos that look like you **Off**

Friends Can Check You Into Places using the mobile Places app **Off**

[Done](#)

Choose Your Privacy Settings > Apps, Games and Websites **4**

Apps you use: You're using 1 app, game or website: **Yahoo!** [Edit Settings](#)

Remove unwanted or spammy apps. Turn off all platform apps.

Limit Use of Apps (points to Edit Settings)

How people bring your info to apps they use: [Edit Settings](#)

Uncheck ALL Boxes (points to Edit Settings)

Instant personalization: [Edit Settings](#)

Disable Personalization (points to Edit Settings)

Public search: [Edit Settings](#)

Disable Public Search (points to Edit Settings)

Info accessible through your friends **5**

Use the settings below to control which of your information is available to applications, games and websites when your friends use them. The more info you share, the more social the experience.

<input type="checkbox"/> Bio	<input type="checkbox"/> My videos
<input type="checkbox"/> Birthday	<input type="checkbox"/> My links
<input type="checkbox"/> Family and relationships	<input type="checkbox"/> My notes
<input type="checkbox"/> Interested in	<input type="checkbox"/> Photos and videos I'm tagged in
<input type="checkbox"/> Religious and political views	<input type="checkbox"/> Hometown
<input type="checkbox"/> My website	<input type="checkbox"/> Current city
<input type="checkbox"/> If I'm online	<input type="checkbox"/> Education and work
<input type="checkbox"/> My status updates	<input type="checkbox"/> Activities, interests, things I like
<input type="checkbox"/> My photos	<input type="checkbox"/> Places I check in to

[Save Changes](#) [Cancel](#)

Limit The Audience for Old Posts on Your Profile **6**

If you use this tool, content on your profile you've shared with more than your friends (ex: Public posts) on your Wall will change to Friends. Remember: people who are tagged and their friends may see those posts as well.

You also have the option to individually change the audience of your posts. Just go to the post you want to change and choose a different audience.

[Learn about changing old posts](#) **Limit Old Posts to Friends Only** [Limit Old Posts](#) [Cancel](#)



Do not login to or link third-party sites (e.g. twitter, bing) using your Facebook account. "Facebook Connect" shares your information, and your friends' information, with third party sites that may aggregate and misuse personal information. Also, use as few apps as possible. Apps such as Farmville access and share your personal data.

Profile Settings

Apply and save the **Profile** settings shown below to ensure that your information is visible to only people of your choosing.

The screenshot shows the profile settings for Jason Smith, with several sections highlighted and annotated with red boxes and arrows indicating privacy settings to be changed:

- Work and Education:**
 - Employer: Change to Only Me
 - College/University: Change to Only Me
 - High School: Change to Only Me
- Arts and Entertainment:**
 - Books: Change to Friends Only
 - Television: Change to Friends Only
 - Games: Change to Friends Only
- Activities and Interests:**
 - Interests: Change to Friends Only
- Basic Information:**
 - Hometown: Change to Only Me
- Contact Information:**
 - Emails: Change to Only Me
 - IM Screen Names: Change to Only Me
 - Phones: Change to Friends Only
 - Address: Change to Only Me
 - Website: Change to Friends Only
- Other Settings:**
 - Current City: Change to Only Me
 - Birthdays: Show my full birthday in my profile (Show Birthday)
 - Languages: Change to Friends Only

Red boxes also highlight the 'Edit' buttons for Work and Education, Arts and Entertainment, Basic Information, and Contact Information. A red box on the left side of the profile page points to the 'Info' tab with the instruction: "Click on Info tab to start editing".

Deactivating / Deleting Your Facebook Account

The screenshot shows the Facebook Account Settings page, specifically the Security Settings section. A red arrow points to the "Deactivate your account" link at the bottom of the list.

To **deactivate your Facebook account**, go to **Account Settings** and select **Security**. To reactivate your account log in to Facebook with your email address and password.

To **delete your Facebook account**, go to **Help Center** from the account menu. Type **Delete** into the search box. Select **How do I permanently delete my account** then scroll down to submit your request here. Verify that you want to delete your account. Click **Submit**. FB will remove your data after 14 days post security check.

Useful Links

A Parent's Guide to Internet Safety
 Wired Kids
 Microsoft Safety & Security
 OnGuard Online

www.fbi.gov/stats-services/publications/parent-guide
www.wiredkids.org/
www.microsoft.com/security/online-privacy/social-networking.aspx
www.onguardonline.gov/topics/social-networking-sites.aspx